

## **Overview**

City of San Diego's current policy on Crafts or Artisan Retail Markets are to be in line with County Public Health Orders, California Department of Public Health guidelines, and Centers for Disease Control (CDC) guidelines as these activities are retail based and currently allowable as an approved activity. *It is the responsibility of the Host Organizer to be aware of additional guidelines as they are issued.*

Previous guidance has been issued by the County Department of Environmental Health and California Public Department of Health and are still applicable with the exception that food samples are permissible if they are pre-packaged only. However, due to the challenges of adherence to social distancing and the constantly evolving situation, the City is requiring additional modifications to these guidelines.

The Host Organizer **MUST** submit a plan addressing all guidelines for approval to the Special Events and Filming Department for the review process to start a **minimum of 30 business days** prior to requested activity date. The Permit Processing Fee still applies at this time.

Please note that this policy direction is current as of 5/12/21 but may change subject to our continuing adoption of public health guidance to ensure measures to reduce the spread of COVID-19 are followed. Deviations from proposed plans, perceived risk to public health and to our public safety resources will result in suspension of Markets.

## **GUIDELINES:**

**Safe Reopening Plans:** As noted in the Special Events Permitting Application, any applicable plans must be completed, filled out and uploaded with your application. Links for reference: [Safe Reopening Plan](#) and [Food/Beverage Providers](#).

Please refer to the California Department of Public Health (CDPH) for guidance on face coverings. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.

**Sanitation and Hygiene Plans:** Please include a cleaning, disinfection and sanitization plan for your event in accordance with the CDC guidelines. Your staff

must be trained to implement appropriate cleaning and disinfecting protocols and provided with necessary equipment and supplies, including Personal Protective Equipment (PPE). If vendors are responsible for individual sanitation and cleaning protocols, documentation must be obtained that vendors agree to cleaning and disinfecting protocols as well as providing their staff with necessary equipment and supplies, including PPE.

Please include protocols for restrooms, seating areas and other public areas if applicable in your safe reopening plan.

Please note on your site map how many hand sanitizing stations or washing stations will be available and locations throughout the venue, both for public and vendor/employee use. Hand sanitizer product must be in compliance with CDC guidelines for virus prevention including having either an ethanol or ethyl alcohol content rate of 60 percent or greater.

In the event an individual is discovered to be either symptomatic or has tested positive with the COVID-19 virus, enhanced sanitation procedures will be implemented as quickly as possible. Please provide a detailed plan on this procedure.

**Customer Metering/Capacity:** The order prohibiting social gatherings does not apply to crafts/artisan markets as they are an approved retail activity, but there must be more than enough space for social distancing within the venue due to fluid movement. In keeping with the County standard, the distance of 36 square feet will be utilized when the entity / organizer can clearly manage entrance and exits and maintain a set number of patrons in the perimeter order to maintain at least 6 feet of separation from each other.

**Please note that if there are stricter limits or restrictions per specific industries or approved activities from State and County Public Health Orders, they will supersede these guidelines.**

1. The City is requiring the following:
  - a. Capacity of customers within defined area for social distancing requirements. **A capacity for event attendees per enclosed city block will be proposed by utilizing 36 square feet of the available space per attendee.** Capacity may be smaller pending review of submitted plan and on-site adjustments during the event by City of San Diego Special Events and Public Safety personnel.

- i. Please provide proposed capacity with the available square footage minus equipment/booth space in your plan.
- b. Blocks do not have to be separated and can be continuous.
- c. Metering must occur to maintain cap to maintain social distancing. Queue's cannot block sidewalk access or traffic or create impacts to general pedestrian access.
- d. Plan must be provided on where customers will be directed to if number of customers exceed number of marks in queue line.
- e. Markers for queue must be on the ground to show 6 feet distance.

**Market Set-Up:**

- 1) Multiple entrances and exits are permitted and can be adjacent to each other if space permits and if there is an effective method to communicate and track attendance.
- 2) Customers can handle goods if there is sanitizer available at the booth for the customer. If not, suggest that vendor handle goods.
  - a. Tents must be a minimum of 6 feet apart and offset from each other if they are on opposing sides of same street.
  - b. Market rules and county regulations should be posted at all entrances and throughout the venue.
  - c. Markers for tent queues must be on the ground to show 6 feet distance.
- 3) Provide updated map with street length and note 6 feet distances, sanitation stations, etc.

**Vendors and Products:**

- 1) There are no limitations to vendors or products sold if they adhere to market set up requirements. Interactive services are not permitted. Live entertainment or activities that encourage public gatherings are not permitted.
- 2) No food consumption on site unless in a designated food area. Adherence to the [Safe Dining](#) protocols required. Prepared food can be provided via take out or to go orders.

**Monitors:**

- 1) Monitors should be placed at the entrance/exits throughout the market and a runner or communication process to ensure cap is maintained.
  - a. Entrance monitor to provide verbal instructions to customers and to limit how many people enter.

- b. Exit monitors to count how many people leave and ensure no one enters.
- c. Communication between staffed entries and exits to monitor cap.
- d. Monitors throughout market to ensure social distancing.

All other [Special Events Planning Guide](#) regulations and policies will apply.